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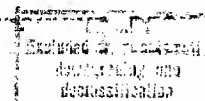
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MEMORANDUM FOR: Deputy Director for Intelligence**SUBJECT : Recruitment - ORR, OCR and OCI****REFERENCE : Memorandum for: Executive Director-
Comptroller, from: Chief, Administrative
Staff, O/DD/I, Subject: Personnel Analyses
of ORR, OCR and OCI, with attachments
A through F.**

1. I have reviewed the staff papers and recommendations (Reference) pertaining to the establishment of specific levels of recruitment and entrance-on-duty of new employees in the Offices of Research and Reports, Current Intelligence and Central Reference. Although I agree in principle with the conclusions set forth in these documents, the Agency is operating under the Director's instruction to reduce on-duty strength levels as well as authorized strength levels in both FY 1965 and FY 1966. In order to achieve these levels, ceilings must be understood and accepted to mean the maximum number of personnel authorized to be employed at any given time. Therefore, planned reductions in on-duty strength must focus upon achieving FY 1966 strength levels early in FY 1966 and not by the end of that fiscal year.

2. I appreciate the fact that flexibility must be maintained in order to meet the seasonal availability of recruits, security processing and overseas reassignment requirements. The Director of Personnel has the authority to process personnel actions with due consideration to the unique problems faced by each component. It is both inadvisable and unnecessary for me to approve specific levels or authorizations for recruitment or entrance-on-duty over an extended period of time. These can and should be coordinated, developed and implemented with the Director of Personnel. He is charged with the responsibility to control and review these activities

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on a continuous basis within the framework of current and future manpower authorizations and requirements. If temporary adjustment or flexibility is necessary to avoid a serious decline in on-duty strength, the Director of Personnel can take action to respond to this type of situation without the authorization of specific recruitment levels from my office.

3. It is suggested that you develop, in agreement with the Director of Personnel, the required recruitment and entrance-on-duty levels necessary to avoid the development of an unmanageable gap between on-duty and authorized strength in both Fiscal Years 1965 and 1966 or an unacceptable imbalance between clerical and professional personnel. In this way we should be able to assure compliance with the Director's decisions to reduce to authorized strength levels not be some arbitrary date in the future but as quickly as possible, consistent with the effective performance of the priority tasks of the Agency and each of its components.

Lyman B. Kirkpatrick
Executive Director-Comptroller

cc: Director of Personnel

Attachment

BPAM/ [redacted] kfh (9 Nov 64)

Distribution:

Orig and 1 - Addressee w/orig and 2 of attachment

1 - Executive Registry ✓

1 - Manpower Subject w/1 copy of attachment

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